



Alaska Department of Transportation & Public Facilities REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART

A

TABLE OF CONTENTS

Form 25A270, Part A - Request for Proposals (RFP)
" " Part B - Submittal Checklist
" " Part C - Evaluation Criteria
" " Part D - Proposal Form
Certification of Eligibility (Ethics Act)
Form 25A257, Pre-Audit Statement
Form 25A269, Indemnification & Insurance

Proposed Statement of Services

Other:

Attachment 1: DOT&PF Appendix A, General Conditions

Attachment 2: Required Contract Provisions for FEMA
Professional Services (A/E) Contracts

ISSUING OFFICE

Agency Contact & Phone No..... : Bonnie Allen, AIA / (907) 266-2510
Contracting Division..... : State of Alaska Department of Transportation & Public Facilities, Ted Stevens
Anchorage International Airport (ANC)

PROJECT

RFP NUMBER..... : 25202042
Project Numbers-State/Federal : Various / Various
Project Site (City, Village, etc.)..... : Anchorage, AK
Project Title & Contract Description..... : ANC Architectural/Engineering Services Term Agreement 2020

The Contracting Agency intends to award one (1) term agreement to provide architectural/engineering and related professional services to support planning, design, and construction projects at Ted Stevens Anchorage International Airport (ANC). Anticipated services include investigations, analysis, planning, design, preparation of plans and specifications, cost estimating, permitting and bidding assistance, construction administration, and other related services as may be required for various ANC facilities projects as directed by the Department. Anticipated projects may include as-built surveys, facility assessments, aviation planning studies, site analysis and selection, geotechnical investigation, HVAC modifications and improvements, telecommunication system upgrades, security system improvements, baggage handling system upgrades, elevator and escalator replacements, and other renewal, replacement, alteration, and addition projects to any of ANC's facilities.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End (for initial contract): January 2020 through January 2022.

Estimated amount of proposed contract:

☐ Less than \$200,000 ☐ \$200,000 to \$250,000
☐ \$250,000 to \$500,000 ☐ \$500,000 to \$1,000,000 ☒ \$1,000,000 or greater

Proposed Method(s) of Payment:

☐ Fixed Price Plus Expenses (FPPE) ☐ Firm Fixed Price (FFP) ☐ Cost Plus Fixed Fee (CPFF)
☒ Other: May include any of the above; method(s) of payment will be determined on a project-by-project basis.

SUBMITTAL DEADLINE AND LOCATION

OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.

DATE: **December 12, 2019**

PREVAILING TIME: **4:00 PM**

HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

Kathleen A. Bridenbaugh, PSA Unit Supervisor
AK Department of Transportation and Public Facilities
4111 Aviation Avenue
Anchorage, AK 99502

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

- 9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

- 9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed \$250,000.

For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: ☐ is not required

☒ is required as shown on DOT&PF Form 25A269.

13. The proposed contract ☒ will ☐ will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: ☒ None ☐ As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program.

The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>

15.3 The Department intends to send notices (including Notice of Intent to Negotiate, and Notice of Intent to Award) to Offerors by using the email address provided the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 Interested parties are reminded that the Agency point of contact is noted on page 1 of this section, and all questions and requests for information shall be directed to this individual.

15.5 The initial agreement will be for \$1,500,000 and a period of performance of two (2) years with the option to add three (3) additional 1-year periods, and additional years as may be required to complete authorized services.

15.6 The total value of the term agreement will not exceed \$3,000,000, including any extensions. Projects under this term agreement are anticipated to be small to medium in size, technical in nature, with project authorizations under \$200,000. Individual NTPs, including all revised NTPs that include and supersede the previous one, will not exceed \$200,000 without approval from the Department's Chief Contracts Officer.

15. Special Notices (cont'd):

15.7 The State in no way implies or warrants that any potential projects eligible for accomplishment under this agreement will be funded. If any of these projects are funded, the State reserves the right to accomplish any or all of the work by any other means than with this term agreement, including the use of in-house forces.

15.8 As a condition of award, the successful Contractor is required to be registered in the System for Award Management (SAM). Proposers are encouraged to begin the registration process early to prevent a delay in award of the contract or being declared non-responsible by the Contracting Agency.

15.9 Funding from the Federal Emergency Management Agency (FEMA) is anticipated for certain projects damaged in the November 2018 earthquake. All interested offerors and subconsultants shall be aware that all applicable Required Contract Clauses identified in Attachment 2 of the RFP Package must be complied with by the successful Contractor and their team. The Contracting Agency will incorporate those required contract clauses into the developed contract, either explicitly or by reference.

15.10 Anticipated projects may include:

- ANC Parking Control (PC120) Repairs – Exterior assemblies, interior finishes, building mechanical/HVAC, lighting and other systems.
- ARFF (SB115) Station Alarm.
- ANC Parking Booth Repairs.
- ANC Guard Shelter Repairs.
- ANC Roof Repairs – Bridging documents for Roof Design Build (may repeat for different buildings throughout the term).
- Energy and Lighting Upgrades (may repeat for different buildings or areas throughout the term) including Building Envelope Upgrades and Repairs and Mechanical/ HVAC System Upgrades.
- Building Information Modeling (may repeat for different buildings or areas throughout the term).
- Repair/Replace/Rebuild Escalators and Elevators (may repeat for different areas throughout the term).
- Automatically Operating Doors Replacements and Upgrades (may repeat for different areas throughout the term).
- Upgrade/expand telecommunications, security, access control, fire alarm, paging, IP Video (CCTV) and other building automation and control systems.
- Transportation Security Administration (TSA), Customs Border Protection (CBP), or other ANC spaces Expansion, Remodel or Modification to accommodate changing requirements.
- Upgrade/expand/modify telecommunications, security, access control, fire alarm, paging, IP Video, and other building automation and control systems.
- Interior Finishes Repairs/Maintenance/Replacements (may repeat for other areas or buildings throughout the term).

SUBMITTAL CHECKLIST

PART

B

Offeror may use left margin to check off items when completed.

An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material, and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten (10) Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. ***Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C***, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.
- [] 6. Price ☐ is ☒ is not an evaluation criterion for the proposed contract.
If Price is a Criterion, prepare ***Billing Rates and/or Price Proposals*** as described in Criteria #12 and/or #13.
- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.

- [] 8. Attach Criteria Responses (***except any Billing Rates or Price Proposals***) to Part D - Proposal Form. The maximum number of attached pages (***each printed side equals one page***) for Criteria Responses shall not exceed: **Fourteen (14)**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.
- Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.
- CAUTION:** Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[] 9. N/A

[] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**

[] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.

[] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **Seven (7)**.

[] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

EVALUATION CRITERIA

PART

C

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives

1. Weight: 10

Describe your understanding of the objectives and challenges associated with this particular contract. Indicate why you believe it would be in the Department's best interest to select your firm for this contract. Identify any distinct and substantive qualifications for undertaking the proposed contract. Describe your team's commitment to the Department should you be awarded this contract.

2. Methodology and Innovative Strategies for Project Delivery

2. Weight: 20

Describe your approach for providing services under a term agreement and describe what, when, where, how, and in what sequence the work will be done. Address how *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors), and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors.

Projects to be accomplished under this term agreement may need to be fast-tracked. Describe your innovative strategies for accelerated project delivery.

3. Management

3. Weight: 15

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office*, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff**4. Weight: 25**

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Architecture*
4. Airport Planning
5. Civil Engineering*
6. Structural Engineering*
7. Mechanical Engineering*
8. Electrical Engineering*
9. Environmental Services (including Hazardous Materials)
10. Building Information Modeling (BIM)
11. Cost Estimating
12. Surveying*
13. Geotechnical Engineering*
14. Landscape Architecture*
15. IBC Special Inspection Services
16. Check Baggage Inspection System (CBIS) Specialty Services

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources**5. Weight: 10**

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating (include all current contracts statewide with regions, divisions, etc.)

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Quality Control**6. Weight: 15**

Response must describe previous projects the project team has worked on that are related in size and scope to the projects anticipated to be accomplished under this contract. Describe the dollar amount of the projects and a brief narrative of the successes of the projects. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal**7. Weight: 5**

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

8. Not Used**8. Weight: 0****9. Not Used****9. Weight: 0**

SECTION II - PREFERENCES

PART

C

10. Disadvantaged Business Enterprises

49 CFR 26

10. Weight: 0

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference

23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)

12. Weight: 0

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** – regardless of employer (Offeror or Subcontractor) – **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1. Contract Management	(Estimated at	% of total labor effort)
2. Project Management	(Estimated at	% of total labor effort)
3.	(Estimated at	% of total labor effort)
4.	(Estimated at	% of total labor effort)
5.	(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)]..... 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

13. Total Price Proposal (Required Format)**13. Weight: 0**

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.

2. **Direct Costs of Direct Labor (DCDL)**

Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate(\$/hr)</u>	<u>Proposed Costs (\$)</u>
				Total DCDL: \$ _____

3. **Indirect Costs (IDC)**

These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Proposed Costs (\$)</u>
			Total ODC: \$ _____

5. **Total Proposed Cost**

Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. **Proposed Fee**

List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. **Total Proposed Price**

Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows:
$$\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum \$5,000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

PART

D

Project Numbers-State/Federal: Various/Variou (Term PSA)
Project Title: ANC Architectural/Engineering Services Term Agreement 2020
RFP No.: 25202042

Contractor:

Street:

P.O. Box.....:

City, State, Zip:

Alaska Business License Number:

Federal Tax Identification No.....:

DOT&PF DBE Certification No. (if any):

Individual(s) to sign contract.....:

Title(s).....:

Type of business enterprise (check one).....: [] Corporation in the state of...:

[] Individual [] Partnership [] Other(specify).....:

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):
☐ Alaska Bidder (Offeror) **AND>>** ☐ Veterans **AND>>** ☐ Employment Program or ☐ Disabled Persons

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	AK Business License No.	DOT&PF DBE Certification No.
---------------------------------	--	-------------------------	------------------------------

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors. This proposal is valid for at least ninety days.

Signature : _____
 Name : _____
 Title : _____

Date: _____
 Telephone (voice): _____
 (fax): _____
 Email Address: _____

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <https://www.commerce.alaska.gov/web/cbpl>

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION – COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates.....:
2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.
 - 2a. Direct Labor..... \$
 - 2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
Fringe Benefits\$
General & Administrative Expenses.....\$

Sum..... \$
 - 2c. Indirect Cost Rate (Sum of 2b / 2a)..... Percent (%):
3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.
4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.
5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
[] Yes [] No If your response is "No", attach an explanation of your project cost accounting system.
6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.
7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
[] Yes [] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____

Date: _____

Name: _____

Telephone: _____

Title: _____

Fax: _____

Contractor: _____

Email: _____

Office Address for which this Submittal is made:

Address where Accounting Records are maintained,
if not at Office Address:

Street:

:

P.O. Box:

:

City, State, Zip:

:

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE - A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services

Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill

Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

IRIS Program No: Various (Term PSA)
Federal Project No: Various (Term PSA)
Date Prepared: 11/18/2019

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all

times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have **minimum** coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have **minimum** coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

MINIMUM LIMITS OF E&O INSURANCE

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
Under \$25,000	As Available
\$25,000 to \$100,000	\$300,000
\$100,000 to \$499,999	\$500,000
\$500,000 to \$999,000	\$1,000,000
\$1,000,000 and over	Negotiable

D2.1.5 Professional Liability Insurance required for this Agreement is

\$1,000,000 Minimum

ARTICLE D3**MODIFICATION OF INSURANCE REQUIREMENTS**

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

- D3.1 ☐ **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.
- D3.2 ☐ **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.
- D3.3 ☐ **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

- D3.4 ☐ **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.
- D3.5 ☐ **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:
- ☐ Right-of-Way Fee Appraisals
 - ☐ Photogrammetric Mapping Services
 - ☐ Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

- D3.6 ☐ Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER

Signature: _____ Date: _____
 Name: _____
 Title: _____

PROPOSED STATEMENT OF SERVICES

Appendix B

ANC Architectural/Engineering Services Term Agreement 2020

INDEX

ARTICLE NUMBER TITLE

- B1 ADMINISTRATIVE REQUIREMENTS
- B2 BASIC SERVICES
- B3 ADDITIONAL SERVICES
- B4 SUPPLEMENTAL PROVISIONS

ARTICLE B1

ADMINISTRATIVE REQUIREMENTS

B1.0 The following conditions and actions are mandatory Administrative Requirements of this agreement except as may be modified or deleted in Article B4.

B1.1 CONTRACTOR means the "Architect", Architect/Engineer", "A/E", or similar phrases who is a party to this agreement.

B1.2 "Contracting Agency" means the Department of Transportation & Public Facilities, Ted Stevens Anchorage International Airport.

B1.3 Builder means the construction contractor hired by the Contracting Agency to construct the project.

B1.4 Project means the scope, schedule and budget of any construction, addition, alteration, or repair of a facility as generally described in Article B4 and as specifically identified under a Notice to Proceed (NTP) of this Contract.

B1.5 General. The CONTRACTOR shall provide services identified and authorized by sequentially numbered Notices-to-Proceed. The CONTRACTOR shall not perform services or incur billable expenses except as authorized by an NTP.

The CONTRACTOR shall be responsible for all tasks and services authorized by a Notice to Proceed signed by the Contracting Officer and shall perform such services in accordance with this agreement and the NTP.

IRIS Program No.: Various (Term PSA)
Date Prepared: 11/18/2019

B1.6 Costs analysis and control is a primary concern of the Contracting Agency and the following provisions are included for such purposes.

B1.6.1 The Budgeted Construction Funds are the specified amounts available for construction work and established as a condition of this agreement. The budgeted construction funds do not include the compensation of the CONTRACTOR and his subcontractors, the cost of the land, site investigations, right-of-ways, administrative or other costs which are the responsibility of the contracting agency, unless otherwise stated herein. The amount of budgeted construction funds for this project is identified in B4 or as modified by amendment to this agreement. This amount includes all on-site and off-site improvements necessary for a complete and operational facility.

B1.6.2 The Total Estimated Construction Cost is the current estimated cost for all construction work to complete the project scope in accordance with the bid documents. Budgeted construction funds and total estimated construction cost are not always equal.

B1.6.3 Bid Documents prepared by the CONTRACTOR shall consist, at the direction of the Contracting Officer, of a basic bid with an estimated cost equal to approximately 90% of the budgeted construction funds and two or more additive alternate bids. The alternate bids must be developed in coordination with the Contracting Agency to enable contract(s) award of the basic bid and/or alternates with total estimated costs in the amount of 90%, 100% or 110% of the budgeted construction funds. Such alternates must allow for adjustment of the project scope at the time of contract award without rebidding or redesign being required.

B1.6.4 The Contracting Agency may, at its option, obtain an independent estimate of total construction cost based on the CONTRACTOR's design. If such estimate varies significantly from the CONTRACTOR's estimate, then the Contracting Agency and the CONTRACTOR shall review discrepancies. If the Contracting Agency concludes that changes are required, the CONTRACTOR shall modify the construction documents accordingly.

B1.6.5 After Bid Opening, the Contracting Agency may exercise any option available to it, including the following:

of the budgeted construction funds: increase the budgeted funds and award the construction contract(s); reduce the project scope and require the CONTRACTOR to modify the bid documents for rebid; or rebid the project.

B1.6.5.2 If the lowest responsive basic bid by a responsible bidder (no alternate bids) is within 90% to 100% of the budgeted construction funds: award the contract(s).

B1.6.5.3 If the lowest responsive basic bid plus all additive alternate bids by a responsible bidder is less than 90% of the budgeted construction funds: award the contract(s); increase the project scope and require the CONTRACTOR to redesign and/or modify the bid documents for rebid; or rebid the project.

B1.6.6 If the CONTRACTOR is required by the Contracting Agency, in accordance with the paragraphs referenced below, to modify bid documents following the completion of construction documents, an amendment for such changes shall include a change in the CONTRACTOR's compensation.

B1.6.6.1 Reference paragraph B1.6.4, if the lowest responsive basic bid plus all additive alternate bids by a responsible bidder is less than 100% of the total estimated construction cost.

B1.6.6.2 Reference paragraph B1.6.5.1, if the CONTRACTOR specifically addressed in writing to the Contracting Agency and established the probability that budgeted construction funds were insufficient for award of the basic bid and no action was taken by the Contracting Agency to resolve the matter.

B1.6.6.3 Reference paragraph B1.6.5.3, if the CONTRACTOR specifically addressed in writing to the Contracting Agency and established the probability that budgeted construction funds were more than that required for the project and no action was taken by the Contracting Agency to resolve the matter.

B1.6.7 If the CONTRACTOR is required to modify design and/or bid documents to meet budgeted construction funds because the bid opening date is delayed, for reasons not the fault of the CONTRACTOR or its subcontractors, more than ninety days beyond a scheduled bid opening date established as a condition of this agreement, an amendment may be negotiated to provide compensation for extra services.

B1.7 Project Staff. The CONTRACTOR shall designate and employ project staff for performance of

work. No substitution of identified project staff shall be permitted without the prior approval of the Contracting Agency's Project Manager. Should circumstances require substitution of personnel, the CONTRACTOR shall submit for approval the qualifications of all personnel to be substituted, which shall not be unreasonably withheld.

B1.8 A time schedule containing specific calendar dates for completion of identified tasks and services authorized by an NTP, and calendar dates for bid advertising and scheduled bid opening dates are requirements of this agreement. Time schedules for anticipated or future projects will be as established by NTPs for those projects.

B1.9 The CONTRACTOR shall, when requested by the Project Manager, provide the Contracting Agency with a narrative monthly status report for all projects with open NTPs in a format approved by the Contracting Agency. The status report shall be submitted on a schedule as agreed by the parties and shall serve as the agenda for a monthly contract status report meeting/teleconference. At a minimum the report shall include the following for each open NTP:

- a. A review of the time schedule or schedules for tasks and services with percentage of completion to date.
- b. The status of deliverables.
- c. A summary of key upcoming events such as inspections, agency reviews, regulatory reviews, project and public meetings, etc.
- d. A review of the NTP budget for design services
- e. A review of the project budget

A running tabulation of Action Items being tracked on all NTPs with assignment of responsible parties and completion date(s).

This report shall be submitted in both hard copy and PDF format.

The CONTRACTOR shall be responsible for writing and distributing meeting minutes after each meeting.

B1.10 The following procedures shall be used in the development of the deliverables under this agreement:

B1.10.1 Identification. All correspondence, deliverables, and other documents submitted by the CONTRACTOR shall bear the Contracting Agency's identifying information to include the NTP number, task order number, state project number, federal project number, and title as appropriate.

All drawings and specifications submitted for review and approval must be marked "schematic design review set", "design development review set", "construction document review set" or with a similar phrase. (Note: The original set used to reproduce the bid documents will be marked and issue dated by the Contracting Agency.)

All Bid Documents for a project must bear a uniform project number and title.

B1.10.2 Review. Each deliverable defined in an NTP must be accompanied by a document signed or initialed by the CONTRACTOR's project manager to acknowledge that the submissions have been reviewed and checked for quality and accuracy.

B1.10.3 File Types. ALL instruments of service and supporting elements produced electronically by the CONTRACTOR in the performance of services under this contract shall be delivered to the Contracting Agency in their native file formats at each submittal. Such instruments of service and supporting elements include, but are not limited to: correspondence, reports, photographs, analyses, calculations, survey data, laser scan data, drawings, parametric models, specifications, and cost estimates. Instruments of service created solely on paper shall be delivered as a PDF electronic file. In addition to their native format, all products shall also be provided in a PDF format. Article B4 lists current software in use by the Contracting Agency.

The Contracting Agency will designate, for each NTP deliverable, the acceptable medium for the delivery of electronic files (i.e., email, FTP site, compact disc, DVD, etc.) and shall establish the requirements for the size and quantity of any printed products required of the CONTRACTOR.

B1.10.4 The CONTRACTOR shall allow the Contracting Agency to use original drawings and documents for reproduction of bid documents.

B1.10.5 The CONTRACTOR shall not subrogate, through the bid documents, any service required of it by this agreement. Specifications addressing third party requirements or instructions such as from a manufacturer, supplier or installer, must also state that the CONTRACTOR must review and approve all such requirements or instructions before compliance by the builder. Additionally, the specifications must not require performance of any actions by a third party such as a manufacturer, supplier or installer. All such performance must be required of the builder.

B1.10.6 "Brand name - sole source" or proprietary specifications may not be included in the bid documents except when economically justified by the CONTRACTOR and specifically approved in writing

by the Contracting Agency. "Brand name or equal" descriptions may be used in specifications as a means to define the performance or other salient requirements of an item if the specific features of the brand name which establishes the minimum essential characteristics required to satisfy its intended use are clearly stated.

B1.10.7 Contracting Agency review of drawings and specifications may generate comments grouped according to the following classifications:

Class I comments pertain to real or potential code or regulation violations and require the CONTRACTOR's response via modification or formal written approval or variance from the regulatory agency (copied to the Contracting Agency).

Class II comments pertain to errors, omissions or matters of document coordination and must result in the CONTRACTOR's correction of documents unless satisfactory justification is provided in writing.

Class III comments pertain to matters of design judgment and are offered in a positive manner with the intent of bettering the design result. These comments may be provided as qualified opinions of design professionals for consideration as appropriate. Neither revision of the documents nor any form of response is required by them.

B1.10.8 Review and comments by the Contracting Agency shall not be written to affect any time schedules under the provisions of this agreement. Additionally, acceptance of the CONTRACTOR's design and document submissions is not an approval of omissions or oversights by the Contracting Agency or of noncompliance with any applicable governmental regulations. The review process is a monitoring device intended to point out those conflicts and errors which are identified by the Contracting Agency. The Contracting Agency shall not be liable for failure to identify any conflicts or errors. All responsibility of this nature is and must remain that of the CONTRACTOR.

B1.10.9 The Contracting Agency will reproduce and distribute bid documents and receive and open bids.

B1.10.10 CONTRACTOR name on Plan Sheets and Documents. No CONTRACTOR logos shall be allowed on any electronic or hard copy document produced for the Contracting Agency. The CONTRACTOR company name shall be included in the box above or below the engineer's seal on each plan sheet. Documents produced for the Contracting Agency shall include the CONTRACTOR's company name at the bottom right of the first page, cover sheet or title sheet only. CONTRACTOR letterhead shall be allowed only as exhibits in document appendices. The CONTRACTOR name shall be in the same font as

other lettering on the plan sheet or document, shall be 1/16" or less in height on 11x17 plan sheets, and shall be in the following format:

PLANS DEVELOPED BY:

COMPANY NAME:

ARTICLE B2

BASIC SERVICES

B2.0 The CONTRACTOR shall provide all basic services as described within this Article B2 except as may be modified or deleted in Article B4.

B2.0.1 The CONTRACTOR shall use Construction Specifications Institute (CSI) MasterFormat, (most current version) for development of the specification required at each deliverable phase.

B2.0.2 In conjunction with other standards referenced in this Agreement, the CONTRACTOR shall conform to applicable federal, state, and local statutes, ordinances, rules, regulations, and judicial and administrative decisions.

B2.0.3 The design shall conform to the Americans with Disabilities Act (42 U.S.C. Sec. 201), Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

B2.0.4 Building Information Modeling (BIM). The performance of all services defined under B2 may be required to be performed using BIM tools and processes upon publication of BIM Standards by the Contracting Agency (scheduled to occur July 2016).

B2.1 Schematic Design Services shall consist of the preparation of drawings and other documents which illustrate the general scope, scale and relationship of project components for approval by the Contracting Agency.

B2.1.1 The CONTRACTOR shall review the program furnished by the Contracting Agency to ascertain the requirements of the project and shall confirm such requirements to the Contracting Agency.

B2.1.2 A code analysis shall be performed by the CONTRACTOR and documented on all projects that are new construction or additions to existing construction. A code analysis shall also be performed on alterations that modify fire-rated construction, revise egress, or result in a change of occupancy.

B2.1.3 Drawings, as described in B2.1 shall generally consist of floor plans for each discipline applicable to the project, architectural elevations and one or more small-scale building sections. When negotiated as

part of an NTP or as otherwise directed in writing by the Contracting Agency, engineering disciplines may provide narratives in lieu of drawings.

B2.1.4 The CONTRACTOR shall include a title sheet and site plan showing the project in relation to the boundary or property lines of the site along with existing major site features such as roads, drives, and buildings. A legal description of the site must appear on the site plan drawing.

B2.1.5 The CONTRACTOR shall develop initial design concepts and options for the project in close coordination with the Contracting Agency. Unusual structural, mechanical, electrical, communications, or other features that may impact costs or use must be identified and the systems selected shall be developed in sufficient detail to permit coordination among design elements. Preliminary construction materials must also be identified.

B2.1.6 Subject to Contracting Agency receipt and written approval of the CONTRACTOR's request with proposed itinerary, the CONTRACTOR's project manager and other personnel, as may be designated, shall visit the project site(s) during the schematic design phase.

B2.1.7 The CONTRACTOR shall endeavor to obtain all preliminary reviews or approvals as required by government or private entities which have regulatory authority over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations and codes or privately owned utility companies or other entities which may impose conditions for a project) and from such agencies as may be specifically designed by the Contracting Agency.

B2.1.8 The CONTRACTOR shall submit to the Contracting Agency a preliminary statement of probable construction cost based on historic area, volume, or other unit costs.

B2.2 Design Development Services shall consist of the preparation, from the approved schematic design, for approval by the Contracting Agency, drawings and other documents to fix and describe the size and character of the entire project as to structural, mechanical, and electrical systems, materials and such other essentials as may be appropriate.

Services include detailed expansion of the architectural design so that the project's size, appearance, form, construction type, and engineering systems are developed by means of drawings and appropriate written material. Major material selections, equipment items, and quality of finishes shall be identified.

B2.2.1 Drawings and specifications shall specifically include the following items:

B2.2.1.1 Title sheet and site plan with details sufficiently developed to reflect the project's major civil engineering design concepts including on-site utility, drainage and fire protection systems.

B2.2.1.2 Exterior elevations reflecting major construction materials and locations of exterior wall openings.

B2.2.1.3 Floor plans for all floors that are not repetitious, reflecting all door and window locations, wall construction, dimensions and room titles.

B2.2.1.4 Structural framing plans sufficiently developed to reflect the intended structural system(s).

B2.2.1.5 Room finish schedule or narrative sufficiently developed to reflect the intended materials, finishes and ceiling heights for all major rooms and spaces.

B2.2.1.6 Building sections and vertical and horizontal sections sufficient to indicate sizes, placement, and relationships of intended construction materials and systems as might be required for a coordinated design among required design disciplines.

B2.2.1.7 Mechanical drawings, schedules and diagrams sufficiently developed to reflect the intended heating, ventilation and plumbing systems and major mechanical elements to include preliminary equipment layouts.

B2.2.1.8 Electrical drawings, schedules and diagrams sufficiently developed to reflect the specific power service, lighting, telephone, fire detection and alarm, security and electronic communications systems and identification of required equipment areas.

B2.2.1.9 Schematic drawing(s) sufficiently developed to reflect compliance with applicable code provisions for fire and life safety to include square footage, type of construction and occupancy, design numbers of fire-rated ceilings/floor and ceiling/roof assemblies, fire zones, paths of egress, capacities, occupant loads, hazard classifications and other pertinent considerations.

B2.2.1.10 Narrative outline of specifications that reflect initial materials and systems selections for each section of the specifications, which must follow the Construction Specifications Institute (CSI) Masterformat.

B2.2.2 The CONTRACTOR shall submit to the Contracting Agency a further statement of probable construction cost based on projected availability of materials and labor, construction sequence and scheduling, economic tradeoffs, safety and maintenance requirements.

B2.2.3 The CONTRACTOR shall obtain preliminary reviews or approvals as required by government or private entities which have regulatory power over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations and codes or privately owned utility companies or other entities which may impose conditions for a project) and from such agencies as may be specifically designated by the Contracting Agency.

B2.3 Construction Document Services shall consist of the preparation, from the approved design development documents, for approval by the Contracting Agency, drawings and specifications setting forth in detail the requirements for construction of the entire project.

B2.3.1 The CONTRACTOR shall prepare a complete set of construction documents for the project in accordance with the CSI MasterFormat (the term "construction documents" as used in this agreement means the bid documents less the bidding requirements and contract forms). Drawings and specifications shall specifically include the following carefully coordinated items:

B2.3.1.1 Civil working drawings to represent graphically on and off-site improvements such as utilities, roadways, bridges, culverts, drainage, grading, excavation, compaction, shoring, underpinning, retaining walls, parking lots and fire extinguisher/water supply systems.

B2.3.1.2 Architectural working drawings, plans, elevations, sections and details, plus notes and schedules, illustrating the design, location, size and dimensions of project components for the purpose of construction.

B2.3.1.3 Structural working drawings which present graphically the complete structural concept of the project and includes plans, sections details, schedules, notes and information necessary to facilitate construction.

B2.3.1.4 Detailed engineering working drawings for heating, ventilating, air conditioning, plumbing work and building fire protection systems and engineering analysis. Mechanical working drawings should include plans, sections, details, schedules, diagrams

and notes as necessary to construct the mechanical work.

B2.3.1.5 Detailed engineering drawings for electrical work and engineering analysis. Electrical systems may include power acquisition and generation (on and offsite), major power distribution, interior and exterior lighting, telephone and communication systems, low voltage systems, direct current applications and emergency and special effects lighting. Electrical working diagrams should include plans, sections, details, schedules, diagrams and notes as necessary to construct the electrical work.

B2.3.1.6 The CONTRACTOR shall ensure the plans and Part 3 Execution of the specifications are coordinated and complete. References to external standards shall be kept to a minimum and shall only be allowed when such standards are normally or routinely used or followed by the applicable construction trade or industry on similarly sized projects. When used, the CONTRACTOR shall supply the Department with a copy of the standard as part of the design deliverable.

B2.3.1.7 Special Inspection. Plans shall include a statement of the special inspections when required by IBC Chapter 17 or the authorities having jurisdiction.

B2.3.1.8 The CONTRACTOR shall provide a register of submittals. The register shall be complete coordinated with the Contracting Agency's requirements.

B2.3.2 The CONTRACTOR shall submit to the Contracting Agency copies of all engineering calculations which establish the size, shape, dimensions and capacity of the work involved and energy calculations in a format approved by the Contracting Agency.

B2.3.3 The CONTRACTOR shall obtain final reviews or approvals as required by government or private entities which have regulatory power over a proposed project (local, regional, state and/or federal agencies having jurisdiction regarding applicable laws, statutes, regulations, and codes or privately owned utility companies or other entities which may impose conditions for the project).

B2.3.4 The CONTRACTOR shall submit to the Contracting Agency an estimate of construction period with a statement of conditions upon which the estimate is based for a basic bid and for each alternate.

B2.3.5 The CONTRACTOR shall submit to the Contracting Agency, when the construction

documents are approximately ninety-five percent complete, a further statement of probable construction cost based on changes in materials. Systems or details of construction which occurred following design development approval; known changes in the cost of materials, labor and services since the previous statement; and adjustments for anticipated changes in the bidding market relative to the project.

B2.4 Bid Services shall consist of assisting the Contracting Agency in finalizing bid documents and responding to issues that arise during bidding as required by the Contracting Agency.

B2.4.1 The CONTRACTOR shall assist in the preparation of a complete set of bid documents consisting of the bidding requirements and contract documents. The contract documents include the contract forms, conditions of the contract (general and supplementary), specifications, drawings and addenda. When available, MasterFormat Division 1 General Requirements documents will be provided by the Contracting Agency and shall be conformed to the project by the CONTRACTOR. If no template is available for a required section, the CONTRACTOR shall be responsible to produce that section from other resources. Technical specifications (Divisions 2-16), drawings and addenda shall be developed by the CONTRACTOR and approved by the Contracting Agency. All documents and specifications must be complimentary and compatible. Items in the technical specifications which expand or modify the conditions or general requirements must reference the appropriate section number and subparagraph changed.

B2.4.2 The CONTRACTOR shall prepare responses to questions from bidders concerning clarification or interpretations of bidding documents when requested by the Contracting Agency. The CONTRACTOR shall not respond directly to any bidder's questions without specific authorization from the Contracting Agency.

B2.4.3 The CONTRACTOR shall prepare addenda documents, to be distributed by the Contracting Agency during the bidding period, which may include clarifications or supplementary drawings, specifications, instructions and notices of any changes in bidding procedures.

B2.4.4 As requested by the Contracting Agency, the CONTRACTOR shall participate in pre-bid conferences; bid opening; review and evaluation of bids; and recommendation for award of contract(s).

B2.5 Construction Services shall consist of providing assistance to the Contracting Agency in its administration of the construction contract commencing with award and terminating following

final acceptance of the project and Contracting Agency approval of the CONTRACTOR's final invoice for all services throughout the construction phase.

B2.5.1 As requested by the Contracting Agency, the CONTRACTOR shall participate in pre-construction conferences with the Contracting Agency and successful bidder.

B2.5.2 The CONTRACTOR shall respond to Contracting Agency or builder initiated requests through the Contracting Agency for clarifications of the construction documents including any inadequacies in the documents. The CONTRACTOR shall prepare appropriate instructions or modifications to the construction documents for Contracting Agency issue to the builder and shall advise the Contracting Agency on those matters which may affect the utilization of the project, extra cost or additional time. Services for change orders necessitated by inadequacies in the construction documents must be provided by the CONTRACTOR at no additional cost to the Contracting Agency.

B2.5.3 The CONTRACTOR shall promptly review, approve or disapprove shop drawings, test results, samples, color selections, and other submissions of the builder for conformance with the design concept of the project and for compliance with the information given in the contract documents.. The CONTRACTOR shall maintain a submittal log and shall promptly notify the Contracting Agency concerning any submittals, or lack of submittals, which may delay construction progress. The CONTRACTOR shall return reviewed submittals to the Department within seven calendar days of receipt. The CONTRACTOR's approval of submittals must be in writing to the Contracting Agency. Approvals must contain a recommendation for credit due the Contracting Agency, if appropriate, for builder substituted items. The CONTRACTOR shall use the following convention when reviewing submittals:

"No Exceptions Taken" – denotes the submittal is generally consistent with the requirements of the Contract Documents. A resubmittal is not required.

"Make Corrections Noted" – denotes the submittal is generally consistent with the requirements of the Contract Documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required provided the construction contractor understands the review comments and desires no further clarification.

"Revise and Resubmit" – denotes that revisions are required in the submittal in order for the submittal to be generally consistent with the requirements of the Contract Documents. The

Contracting Agency will indicate on the returned submittal what revisions are necessary. A resubmittal is required.

"Rejected" – denotes that the submittal does not meet the requirements of the Contract Documents and shall not be used in the Work. The Department will indicate on the returned submittal the reasons for its rejection. A resubmittal is required.

B2.5.4 Upon notice of substantial completion, the CONTRACTOR shall participate in a detailed final construction inspection with the Contracting Agency's designated representative of all architectural, civil, structural, mechanical and electrical aspects of the project. The CONTRACTOR shall assist the Contracting Agency's representative in the preparation of a list identifying any deficiencies or items to be accomplished and may be required to participate in final re-inspection of the project with the Contracting Agency's representative to ascertain that the corrections have been made.

ARTICLE B3

ADDITIONAL SERVICES

B3.0 The CONTRACTOR shall provide services described within this article B3 or as may be modified or supplemented in article B4 only when compensation for such services is negotiated, and the services are authorized by specific Notice(s) to Proceed.

B3.1 Facility Planning. In preparation of a design or feasibility study, the CONTRACTOR shall analyze the Contracting Agency's functional, space, equipment, and other requirements and shall develop a programming document for the project. The programming document will generally include: functional relationship diagrams, space requirements, room data sheets, and performance requirements. Develop the Facility Program through review of existing documentation, interactive meetings and/or discussions with designated representatives of the Contracting Agency, and application of specialized professional skills and knowledge.

B3.2 Concept Design Services. In developing a project's final scope among various alternatives, the CONTRACTOR shall develop conceptual level 10% designs (one or more) in sufficient detail to establish an estimate of probable construction cost. Concept designs shall address the location, form, and function of a project with a focus on alternative solutions to the project's purpose. Include in the concept design submittal sketches, narratives, figures, cost estimates, and support data. Identify pertinent permit

requirements and issues affecting the project's, scope, schedule and budget implications.

B3.3 Site Analysis and Selection. If alternate sites are identified by the Contracting Agency for a project, the CONTRACTOR shall evaluate the alternate sites according to relevant project and site-specific issues that may affect the scope and cost of the project. Geotechnical investigation of subsurface conditions, availability of utilities, title, and similar investigations may be required and performed.

B3.4 Studies and Feasibility Analysis. The CONTRACTOR shall conduct studies and feasibility analyses in preparation for project identification and development. Services may include research, review and documentation of existing conditions, options analysis, cost estimating, cost-benefit analysis and similar investigations. The CONTRACTOR shall provide a report, which details the elements of the study, and provides recommendations to the Contracting Agency.

B3.5 Facility Assessment. Prepare a facility assessment report including: system narratives, condition surveys, facility component inventories, unit costs for capital renewal, and 5-year capital improvement project programs. The CONTRACTOR shall fully document each element of the report with supporting data such as photographs, drawings, tabulations, etc.

B3.6 Perform a Preliminary Energy Audit in a format approved by the Contracting Agency. If the preliminary audit discloses opportunities for energy conservation, the CONTRACTOR shall develop and submit to the Contracting Agency a proposal to perform a detailed audit to identify technical solutions and the economic payback of those solutions.

B3.6.1 If the Contracting Agency accepts a proposal submitted in accordance with paragraph B3.6, a detailed energy audit must be authorized by a project specific NTP.

B3.6.3 Detailed energy audits may include Life Cycle Cost Analysis (LCCA) for HVAC systems and an Annual Energy Consumption Forecast. Develop an estimate of total building annual gas and electric utility costs based upon energy rates at the time of analysis, suitable to assist the Using Agency with its preparation of legislative requests for operating funding. Prepare LCCA for HVAC systems with consideration of first cost, operating labor and materials costs, and annual energy consumption. Focus analytic efforts to optimize capital investment and avoid recurring energy and operating costs.

When a Building Information Model is available for the project, detailed energy audits may include energy modeling using commercially available software to create an energy model for the project. The energy model shall be used by the CONTRACTOR in Design Development Services. CONTRACTOR shall input salient building parameters and model the building using alternative and final system design choices based on Life Cycle Cost Analysis. Formulate results so that actual energy costs may be compared to the forecast after the first year of full operation to check for operating discrepancies.

B3.6.2 If a detailed energy audit identifies economical solutions to conserve energy, the CONTRACTOR and the Contracting Agency may execute an amendment for preparation of the necessary design and inclusion of such design requirements in the bid documents within the basic bid or as additive alternates.

B3.7. Special Meeting and Presentations. Attend meetings and make presentations of materials prepared under this agreement to groups (including public hearings) and individuals as specified by the Contracting Agency to facilitate review and obtain required approvals. Prior approval of the method of presentation shall be obtained by the CONTRACTOR from the Contracting Agency's project manager.

B3.8 Detailed Cost Estimating. Provide detailed estimates of construction cost in a typed format, acceptable to the Contracting Agency, which consists of estimated costs for design components or functional parts, elements or subsystems. Such estimates shall be revised, updated and provided with design services phases as required under an NTP. Estimates must include the costs for all materials, labor, tools, equipment and services needed for the work plus an estimate of the builder's overhead and profit. The costs of any labor, materials and equipment furnished by the Contracting Agency for the project shall be separately identified at current market rates including a reasonable allowance for overhead and profit.

In addition to cost estimating of projects, the CONTRACTOR may be required to estimate replacement costs of building systems for the purposes of forecasting capital renewal.

When specifically required, detailed estimates will be produced using the ASTM **UNIFORMAT II** with minor adjustments as required by the Contracting Agency.

B3.9 Construction Observation. Provide on-site construction observations with the Contracting Agency's designated representative and, at mutually determined times during construction, assist Contracting Agency inspectors and determine if work

is proceeding in accordance with the contract documents. A written report of each visit must be submitted to the Contracting Agency. The CONTRACTOR shall endeavor to guard the Contracting Agency against defects and deficiencies in the work of the builder(s); however, the CONTRACTOR shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work and he shall not be responsible for the builder's failure to carry out work in accordance with contract documents.

B3.9.1 IBC Special Inspections. Provide IBC Special Inspections as required by code. Provide these services when authorized by the CONTRACTING AGENCY. Document the results of the inspections and submit to Contracting Agency.

B3.9.2 CONTRACTOR shall perform material testing to verify builder's quality control testing when requested by the Contracting Agency.

B3.10 Record Documents. Based on the builder's project closeout documents provided to the Contracting Agency under its General Requirements, the CONTRACTOR shall prepare Record Documents including drawings, specifications, and parametric models that establish the as-built conditions of the project to the equivalent scope and extent of the requirements shown or indicated in the original contract documents. Record documents shall be delivered to the Contracting Agency in electronic files in accordance with Article B1.

B3.11 Environmental Services. Determine if an environmental evaluation of the project is required by federal or state laws or regulations. If any such requirement not identified by the CONTRACTOR causes delays to project completion, all costs resulting from such delays shall be incurred by the CONTRACTOR.

B3.11.1 Prepare an environmental assessment phase I of the project: obtain federal, state and local review which must be obtained in accordance with applicable laws and regulations; and, revise as necessary. (If the need for such an assessment is determined in accordance with paragraph B3.11, a project specific NTP must be executed to include the assessment under the provisions of this agreement.)

B3.11.2 Based on the Findings under B3.11.1, perform a phase II site assessment. If authorized, the phase II assessment(s) may include sampling and laboratory analyses. The Phase I and II assessments shall be performed in conjunction with the concept design phase services.

B3.11.3 Prepare an environmental impact statement (EIS) for the project; obtain federal, state and local reviews which must be obtained in accordance with applicable laws and regulations; revise as necessary; prepare any necessary design requirements; and, include such design requirements in the bid documents within the basic bid or as additive alternates. (If the need for the EIS is determined in accordance with paragraph B3.11.2, a project specific NTP must be executed to include the EIS under the provisions of this agreement.

B3.11.4 Determine if the proposed project site is listed or would possibly be eligible for the (federal) National Historic Register. Coordinate with the Alaska Department of Natural Resources to determine if the department desires to survey the site for historic, prehistoric, or archeological value in accordance with Alaska Statute 41.35.070. Obtain written site clearance or a statement of non-concurrence explaining the reasons therefore, from the State of Alaska Historical Preservation Officer.

B3.12 Land Surveying. Provide a ground based boundary and topographic surveys of the selected site showing existing improvements. Survey shall tie into existing horizontal and vertical control. Elevations shall be measured at sufficiently close intervals to provide documentation of approximately one-foot contours over the area of the site to the adjacent structures or centerlines. Existing improvements, utilities visible from the surface, prominent vegetation, and other items of interest shall be located. Invert elevations and pipe sizes shall be measured on utilities accessible from the surface. Finish floor elevations shall be measured on all buildings. Abandoned utilities, poles, concrete pads or other observed evidence of past development shall be located. Two temporary monuments shall be located or established on the site to provide the horizontal and vertical control for new construction. Test hole locations shall be documented.

B3.13 Airport Planning. The CONTRACTOR shall provide airport and aviation related planning services when directed by the Contracting Agency. Services may aircraft parking analysis, average peak day calculations related to checked baggage and passengers, ground transportation analysis, space utilization and other terminal-related airport planning factors.

B3.14 3D Scanning. Provide 3D scanning services producing a point cloud file of existing interior and/or exterior features of the building as required by the Contracting Agency. The CONTRACTOR shall be responsible for establishing and executing all scanning protocols as necessary to provide the required amount of detail as provided in the NTP.

Provide equipment, hardware, software and labor and support services. All scans shall be registered to provide a fully accurate single point cloud file. Scans will be tied to the Anchorage Bowl 2000 local coordinate system.

B3.15 Building Information Modeling Services. When not part of Basic Services under B2, the CONTRACTOR shall provide parametric modeling of building elements as directed by the Contracting Agency. Modeling services will utilize any base information made available from the Contracting Agency (e.g., record drawings on paper, AutoCAD files, PDF records, point cloud files), and will convert that information into parametric BIM objects. Within an authorizing NTP, the Contracting Agency will define the level of definition for model elements.

B3.16 Geotechnical Engineering Services. The CONTRACTOR shall provide services in support of the structural and foundation design, and civil infrastructure components of the project. The CONTRACTOR shall develop the soils boring program and prepare a soils boring plan with specifications. The CONTRACTOR shall review any existing and preliminary subsurface investigation data and reports available from the Contracting Agency and establish additional subsurface investigation requirements. The CONTRACTOR shall develop a scope of work for subsurface investigations and perform field investigations. The CONTRACTOR shall produce a final geotechnical engineering report in accordance with the DOT&PF Engineering Geologist and Geologic Exploration Procedural Manual, current edition.

B3.17 Landscape Architecture. The CONTRACTOR shall utilize a Landscape Architect for the development of designs and related services described or indicated herein for the landscape design. Included in this shall be, yet not limited to, a design analysis, evaluation (maintenance and cost) and plant selection for the work area indicated. The Landscape Architect drawings shall include, at a minimum, a site plan drawing and other drawings necessary to present the landscape design area. The landscape site plan drawing shall show all minimum required information listed above, as well as, planting locations, identifying plants to be installed, existing site features, to be preserved, proposed irrigation system and location of new landscape amenities. Include in the submission any drawings necessary to describe details for paving, planting, general site and accent lighting, retaining walls, benches, irrigation system, etc.

B3.18 Commissioning Activities. Provide start up assistance to include on-site observations; assistance in the operation of building systems during initial

occupancy and subsequent periods until proper operations are established responsibilities for corrective measures or procedures as may be needed.

B3.18.1 Building Commissioning Agent. Provide a commissioning agent for on-site commissioning activities for system startup and functional testing. Prior to substantial completion, the CONTRACTOR shall travel to the site and observe the builder perform functional performance testing of the dynamic operation of all mechanical and electrical systems for proper operation. Coordinate and document commissioning activities. Provide:

- a. A CPM schedule of commissioning tasks.
- b. Test forms and completed checklists.
- c. Training syllabi and a training schedule.
- d. Forms to document each procedure, with technical criteria for test acceptance.
- e. Written reports of the functional performance testing with documentation of the test performed, with the results, and note corrective actions that were taken. Include items requiring additional corrective action on the formal checklist for builder action.
- f. A Master Commissioning Signoff Log that identifies equipment and systems to be commissioned.
- g. Detailed requirements and schedule for builder's submittal of O&Ms.

This activity requires that the appropriate commissioning specifications are included in the bid documents including development and coordinate of Divisions 01, 15, and 16.

B3.19 Serve as a member of an art advisory committee to determine specific sites for work(s) of art and the scale and type of artwork most appropriate for the project.

B3.19.1 Coordinate with artist(s) approved by the Contracting Agency to identify installation, structural, utility or other service requirements for selected work(s) of art and assure that all such requirements are integrated into the bid documents.

B3.19.2 Coordinate and participate in the artist selection and the commissioning, production, delivery, and installation of the Work(s) of art in coordination with the Contracting Agency's Project Manager.

B3.20 Building Automation Systems. The CONTRACTOR shall provide by performance specification for the complete detailed and functional designs for the Building Automation Systems to serve

the facility. Provide contract allowances for a Direct Digital Control (DDC) system and Computerized Maintenance Management System (CMMS), in both design and construction.

B3.21 Furniture, Fixtures and Equipment (FF&E). The CONTRACTOR shall provide design services for the planning. This equipment shall be defined as not fixed in place, and may be floor mounted or countertop mounted, and is not installed by the builder. Work shall include the detailed inventory of existing and program of new FF&E, design drawings, and product specifications. FF&E design shall be provided as a separate package for supply procurement. Design drawings and room schedules shall reflect the size and location of select FF&E. The deliver, access, setup and support requirements (electrical power, water, drains, etc.) for the FF&E shall also be addressed during design.

B3.22 System Operations and Maintenance Manuals Services. Prepare written narratives and supplemental materials for each mechanical and electrical system to enhance the operations and maintenance (O&M) manuals provided by the Builder. Where appropriate, include one-line drawings extracted from the design to better communicate the concepts. If requested, also collaborate with the users and assist with the development of emergency action procedures.

B3.23 Design-Build Assistance. Assist the Contracting Agency as needed throughout its administration of any Design/Build Contracts in accordance with 2 AAC 12.931 through 2 AAC 12.949, and the DOT&PF Design-Build Manual. Services may include the preparation, subject to the Contracting Agency's approval, of documents based on other services defined in B3 as designated by the Contracting Agency.

ARTICLE B4

SUPPLEMENTAL PROVISIONS

B4.0 The purpose of this agreement is to procure multi-disciplinary Architectural-Engineering and related professional services to support planning, design, and construction of projects for the Department of Transportation & Public Facilities, Ted Stevens Anchorage International Airport (ANC).

Professional Services may include investigations and studies, planning, design, preparation of plans, specifications and cost estimates, permitting, bidding and construction assistance, review and approval of submittals, participation in inspections, preparation of as-built drawings, and other related services that may be required for various facility projects, as directed.

B4.0.1 ANC manages 2,150,000 SF of space in 32 buildings on State-owned airport property. The date of original construction of the buildings varies from the 1950s to recent (within 10 years).

B4.0.2 Projects may include miscellaneous building renovations, life/safety upgrades, architectural, mechanical and electrical system upgrades, code upgrades and new construction.

B4.1 Reference B1.7, the project staff identified to accomplish this work is as follows:

<u>Name</u>	<u>Project Responsibilities</u>
	Contract Management
	Project Management
	Architecture
	Mechanical Engineering
	Electrical Engineering
	Structural Engineering
	Civil Engineering
	Airport Planning
	Building Information Modeling (BIM)
	Cost Estimating
	Surveying
	Geotechnical Engineering
	Environmental Services (including Hazardous Materials)
	Landscape Architecture
	IBC Special Inspection
	CBIS Specialty Services

B4.2 Current Software. The Contracting Agency uses the following software for creating and editing electronically produced documents:

Microsoft Office - 2013 (Word, Excel, PowerPoint, Project, Publisher, OneNote)

Adobe 2018 - (Acrobat Standard DC, Reader, FormsCentral)

Autodesk Building Design Suite – Current year (Revit, AutoCAD, AutoCAD Architecture/ Structural/ MEP, Navisworks, 3ds Max)

ESRI - v10 (ArcGIS)

The Contracting Agency may alter or update software during the Agreement term.

B4.3 Reference Articles B3.6 Energy Audits, B3.9.1, IBC Special Inspections, B3.11 Environmental Services, B3.17, Landscape Architecture, and B3.23 Design-Build Assistance. These services, if required, are anticipated to be minor.

B4.4 ANC Airport, Security and Special Systems
for which Architectural/Engineering services may be
authorized under this agreement include, but are not
limited to:

- a. Escalators/Elevators
- b. Checked Baggage Inspection System
(CBIS)
- c. Baggage Handling System (BHS)
- d. Passenger Boarding Bridges (PBB)
- e. Access Control System (ACS)
- f. Building Automation Systems (BAS)
- g. Closed Circuit Television/ IP Video (CCTV)
- h. Premise Wiring Distribution System (PWDS)
- i. Aircraft Gate Parking Analysis
- j. Common Use Systems / Common Use
Passenger Processing System (CUPPS/
CUTE/ CUSS)

ATTACHMENT 1

GENERAL CONDITIONS

APPENDIX A

PSA No:
IRIS Program No:
Federal Project No:
Date Prepared:

INDEX

Article Number and Title

A1	Definitions
A2	Information and Services from Others
A3	Hold Harmless
A4	Insurance
A5	Occupational Safety and Health
A6	Equal Employment Opportunity
A7	Payments to the CONTRACTOR
A8	Changes
A9	Audits and Records
A10	CONTRACTING AGENCY Inspections
A11	Termination or Suspension
A12	Officials Not to Benefit
A13	Independent CONTRACTOR
A14	Proselytizing
A15	Covenant against Contingent Fees
A16	Precedence of Documents
A17	Endorsement on Documents
A18	Ownership of Work Products
A19	Subcontractors Successors and Assigns
A20	Claims and Disputes
A21	Extent of Agreement
A22	Taxes
A23	Governing Law
A24	Federal Aid Certification (Highways)
A25	Trade Restrictions
A26	Suspension and Debarment
A27	Additional Provisions

ARTICLE A1 DEFINITIONS

A1.1 Additional or Extra Services – Services, work products or actions required of the CONTRACTOR above and beyond provisions of the Agreement.

A1.2 Agreement – This Professional Services Agreement and its appendices that outline the terms and conditions regarding Contractor's services during the authorized period of performance.

A1.3 Amendment – A written change to this Agreement.

A1.4 Change – A revision in services, complexity, character, or duration of the services or provisions of this Agreement.

A1.5 Commissioner – Commissioner of DOT&PF.

A1.6 CONTRACTING AGENCY – The Department of Transportation & Public Facilities (DOT&PF).

A1.7 Contracting Officer – The individual or a duly appointed successor designated as the official representative to administer contracts for the CONTRACTING AGENCY.

A1.8 CONTRACTOR – The firm (person or any business combination) providing services.

A1.9 Contractor's Manager – The CONTRACTOR's representative in responsible charge of the project(s) and directly answerable for the required services.

A1.10 Contract Manager – CONTRACTING AGENCY's representative and the CONTRACTOR's primary point of contract with the CONTRACTING AGENCY.

A1.11 Contracts Officer – CONTRACTING AGENCY's representative within the Contracts/Professional Services section.

A1.12 Funding Agency – An agency of a Federal, State, Political subdivision, or Local Government which furnishes funds for the CONTRACTOR's compensation under this Agreement and which may have established regulations and requirements binding upon the CONTRACTING AGENCY and the CONTRACTOR.

A1.13 Notice to Proceed (NTP) – Written authorization from the CONTRACTING AGENCY to the CONTRACTOR to provide all or specified services in accordance with an existing Agreement.

A1.14 Statement of Services – Services and work products required of the CONTRACTOR by this Agreement.

A1.15 Subcontractor – CONTRACTOR engaged to provide a portion of the services by subcontract with the firm which is a party to this Agreement.

ARTICLE A2 INFORMATION AND SERVICES FROM OTHERS

A2.1 The CONTRACTING AGENCY may, at its election or in response to a request from the CONTRACTOR, furnish information or services from other contractors. If, in the CONTRACTOR's opinion, such information or services is inadequate, the CONTRACTOR must notify the CONTRACTING AGENCY of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. The CONTRACTING AGENCY will then evaluate and resolve the matter in writing. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY may assume the information or services provided are adequate.

ATTACHMENT 1

ARTICLE A3 HOLD HARMLESS

A3.1 See Appendix D, "Indemnification and Insurance".

ARTICLE A4 INSURANCE

A4.1 See Appendix D, "Indemnification and Insurance".

ARTICLE A5 OCCUPATIONAL SAFETY AND HEALTH

A5.1 The CONTRACTOR and its Subcontractors shall observe and comply with the Federal Occupational Safety and Health act of 1970 and with all safety and health standards promulgated by the Secretary of Labor under authority thereof and with all State of Alaska Occupational Safety and Health Laws and regulations.

ARTICLE A6 EQUAL EMPLOYMENT OPPORTUNITY

A6.1 The CONTRACTOR shall comply with the following applicable laws and directives and regulations of the CONTRACTING AGENCY which effectuate them; all of which are incorporated herein by reference:

Title VI of Federal Civil Rights Act of 1964;

Federal Executive Order 11625 (Equal Employment Opportunity);

Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);

Title 49 Code of Federal Regulations, Part 21 (Discrimination);

Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);

Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);

Alaska Statute (AS) 18.80.200-300 (Discrimination).

A6.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, age, physical disability, sex, or marital status. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR shall post in conspicuous places, available employees and applicants

for employment, notices setting out the provisions of this paragraph.

A6.3 The CONTRACTOR shall state, in all solicitations or advertisements for employees to work in performance of this Agreement, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status.

A6.4 The CONTRACTOR shall send to each labor union or representative or workers with which the CONTRACTOR has a collective bargaining Agreement or other contract or understanding a notice advising the labor union or workers' representative of the CONTRACTOR's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

A6.5 In the event the CONTRACTOR subcontracts any part of the services to be performed under this Agreement, the CONTRACTOR agrees to make good faith efforts to utilize Disadvantaged Business Enterprises, to affirmatively solicit their interest, capability and prices and to furnish documentation of the results of all such direct contacts on forms provided by or acceptable to the CONTRACTING AGENCY.

A6.6 The CONTRACTOR shall make, keep and preserve such records necessary to determine compliance with equal employment opportunity obligations and shall furnish required information and reports. All records must be retained and made available in accordance with Article A9, Audits and Records.

A6.7 The CONTRACTOR shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its Subcontractors, so that these provisions will be binding upon each Subcontractor.

ARTICLE A7 PAYMENTS TO THE CONTRACTOR

A7.1 Payments shall be based on approved CONTRACTOR's invoices submitted in accordance with this article and the provisions of Appendix C. The sum of payments shall not exceed allowable compensation stated in Notice(s) to Proceed and no payments shall be made in excess of the maximum allowable total for this Agreement.

A7.2 The CONTRACTING AGENCY will exert every effort to obtain required Funding Agency approvals and to issue authorizations in a timely manner. CONTRACTOR shall not perform any services without a Notice to Proceed therefore. Accordingly, the CONTRACTING AGENCY will not pay the CONTRACTOR for services or associated reimbursable costs performed outside those which are authorized by a Notice to Proceed.

ATTACHMENT 1

A7.3 CONTRACTOR's invoices shall be submitted when services are completed or monthly, for months during which services are performed, as applicable, in a format provided by or acceptable to the CONTRACTING AGENCY.

A7.4 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with the disputed items.

A7.5 The CONTRACTOR shall submit a final invoice and required documentation within 90 days after final acceptance of services by the CONTRACTING AGENCY. The CONTRACTING AGENCY will not be held liable for payment of invoices submitted after this time unless prior written approval has been given. Total payment of all Subcontractors and satisfactory compliance with Article A22, Taxes, are conditions precedent to final payment.

ARTICLE A8 CHANGES

A8.1 Changes (including "Supplemental Agreements") in the period of performance, general conditions, statement of services, or other provisions established by this Agreement may be made by written Amendment only. If such changes cause an increase or a decrease in the CONTRACTOR's cost, an equitable adjustment shall be made and specified in the Amendment. The CONTRACTOR shall not perform any additional or extra services prior to receiving a fully executed copy of an Amendment and a Notice to Proceed, except as the CONTRACTOR may be directed under the provisions of Article A20, Claims and Disputes.

A8.2 If at any time the CONTRACTING AGENCY through its authorized representatives, either verbally or in writing, requests or issues instructions for Additional or Extra Services or otherwise directs actions which conflict with any provision of this Agreement, the CONTRACTOR shall, within 30 days of receipt and prior to pursuing such instructions, so notify the CONTRACTING AGENCY in writing, and to the extent possible, describe the services and estimated cost of any Additional or Extra Services. The CONTRACTING AGENCY will then evaluate and, if appropriate, negotiate an Amendment. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY will conclude such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the CONTRACTOR without such notice.

ARTICLE A9 AUDITS AND RECORDS

A9.1 The CONTRACTOR shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Agreement and the Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine such records and accounting procedures and practices.

A9.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or change for the purpose of evaluating the accuracy, completeness and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

A9.3 The materials described in this article shall be made available at a business office of the CONTRACTOR at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of any resulting final settlement.

A9.3.1 If this Agreement is completely or partially terminated, records relating to the services terminated shall be made available for a minimum of three (3) years from the date of any termination or resulting final settlement, whichever is later.

A9.3.2 Records which relate to appeals under Article A20, Claims and Disputes, or litigation or the settlement of Claims arising out of the performance of this Agreement shall be made available until such appeals, litigation or Claims have been concluded.*

ARTICLE A10 CONTRACTING AGENCY INSPECTIONS

A10.1 The CONTRACTING AGENCY has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the CONTRACTOR as may be engaged in the performance of this Agreement.

ARTICLE A11 TERMINATION OR SUSPENSION

A11.1 This Agreement may be terminated by either party upon 10 days written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the CONTRACTING AGENCY terminates this Agreement, the CONTRACTING AGENCY will pay the CONTRACTOR a sum equal to the percentage of work completed that can be substantiated in whole or in part either by the CONTRACTOR to the satisfaction of the CONTRACTING AGENCY or by the CONTRACTING AGENCY. If the CONTRACTING AGENCY becomes aware of any non-conformance with this Agreement by the CONTRACTOR, the CONTRACTING AGENCY will give prompt written notice thereof to the CONTRACTOR. Should the CONTRACTOR's services remain in non-conformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

ATTACHMENT 1

A11.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

A11.3 If federal funds support this Agreement, settlement for default or convenience termination must be approved by the Funding Agency.

A11.4 In the event of termination or suspension, the CONTRACTOR shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this Agreement to the CONTRACTING AGENCY.

ARTICLE A12 OFFICIALS NOT TO BENEFIT

A12.1 No member of or delegate to Congress, United States Commissioner or other officials of the Federal, State, Political subdivision or Local Government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom.

ARTICLE A13 INDEPENDENT CONTRACTOR

A13.1 The CONTRACTOR and its agents and employees shall act in an independent capacity and not as officers or agents of the CONTRACTING AGENCY in the performance of this Agreement except that the CONTRACTOR may function as the CONTRACTING AGENCY's agent as may be specifically set forth in this Agreement.

A13.2 Any and all employees of the CONTRACTOR, while engaged in the performance of any work or services required by the CONTRACTOR under this Agreement, shall be considered employees of the CONTRACTOR only and not of the CONTRACTING AGENCY and any and all Claims that may or might arise under the Worker's Compensation Act on behalf of said employees, while so engaged and any and all Claims made by a third party as a consequence of any negligent act or omission on the part of the CONTRACTOR's employees, while so engaged on any of the services to be rendered herein, shall be the sole obligation and responsibility of the CONTRACTOR.

A13.3 This Agreement will be declared null and void should the CONTRACTING AGENCY determine that by

Internal Revenue Service definitions the CONTRACTOR is an employee of the CONTRACTING AGENCY.

ARTICLE A14 PROSELYTIZING

A14.1 The CONTRACTOR agrees that it will not engage on a full or part time basis, during the period of this Agreement, any person or persons who are or have been employed by the CONTRACTING AGENCY during the period of this Agreement or during the 90 days immediately preceding the date of this Agreement except those who have been regularly retired or approved in writing by the CONTRACTING AGENCY.

ARTICLE A15 COVENANT AGAINST CONTINGENT FEES

A15.1 The CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Federal Department of Labor regulations (29 CFR, part 3), which are incorporated by reference and made a part of this Agreement.

A15.2 The CONTRACTOR warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this Agreement and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CONTRACTING AGENCY has the right to annul this Agreement without liability or, in its discretion, to deduct from the allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

A15.3 The CONTRACTING AGENCY warrants that the CONTRACTOR or the CONTRACTOR's representative has not been required, directly or indirectly as an express or implied condition in obtaining or carrying out this Agreement, to employ or retain, or agree to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.

ARTICLE A16 PRECEDENCE OF DOCUMENTS

A16.1 Components of this Agreement shall stand and prevail in the following order: Agreement over General Conditions; General Conditions over Statement of Services; Statement of Services over Basis of Compensation; Basis of Compensation over any appendices beyond Appendix C.

A16.2 If a "Request for Proposal" (RFP) and/or a proposal are appended to this Agreement, the components described in paragraph A16.1 shall stand and prevail over the proposal and the proposal over the RFP.

ATTACHMENT 1

ARTICLE A17 ENDORSEMENT ON DOCUMENTS

A17.1 Endorsements and professional seals, if applicable, must be included on all final drawings, specifications, cost estimates and reports prepared by the CONTRACTOR. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

ARTICLE A18 OWNERSHIP OF WORK PRODUCTS

A18.1 Work products produced under this Agreement, except items which have pre-existing copyrights, are the property of the CONTRACTING AGENCY. Payments to the CONTRACTOR for services hereunder include full compensation for all work products produced by the CONTRACTOR and its Subcontractors and the CONTRACTING AGENCY shall have royalty free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, such work products.

A18.2 Should the CONTRACTING AGENCY elect to reuse work products provided under this Agreement for other than the original project and/or purpose, the CONTRACTING AGENCY will indemnify the CONTRACTOR and its Subcontractors against any responsibilities or liabilities arising from such reuse. Additionally, any reuse of design drawings or specifications provided under this Agreement must be limited to conceptual or preliminary use for adaptation and the original CONTRACTOR's or Subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed and dated by the professional who is in direct supervisory control and responsible for all adaptation.

ARTICLE A19 SUBCONTRACTORS, SUCCESSORS AND ASSIGNS

A19.1 The CONTRACTING AGENCY must concur in the selection of any person or firm that may be engaged in performance of this Agreement to provide negotiable professional or technical services, products, etc., (vs. commodity items available to the general public in stores at market prices).

A19.2 If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by Amendments.

A19.3 The CONTRACTOR shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the CONTRACTING AGENCY.

A19.4 The CONTRACTOR binds itself, its partners, its Subcontractors, assignees and legal representatives to this Agreement and to the successors, assignees and

legal representatives of the CONTRACTING AGENCY with respect to all covenants of this Agreement.

A19.5 The CONTRACTOR shall include provisions appropriate to effectuate the purposes of this Appendix A in all subcontracts executed to perform services under this Agreement which may exceed a cost of \$25,000.

ARTICLE A20 CLAIMS AND DISPUTES

A20.1 If the CONTRACTOR becomes aware of any act or occurrence which may form the basis of a Claim by the CONTRACTOR for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of this Agreement, the CONTRACTOR shall immediately inform the Contracts Officer. If the matter cannot be resolved within 7 days, the CONTRACTOR shall, within the next 14 days, submit an "Intent to Claim" in writing to the Contracts Officer.

A20.1.1 If the CONTRACTOR believes additional compensation is warranted, the CONTRACTOR shall immediately begin to keep and maintain complete, accurate and specific daily records concerning every detail of the potential Claim including actual costs incurred. The CONTRACTOR shall give the CONTRACTING AGENCY access to any such record and, when so requested, shall forthwith furnish the CONTRACTING AGENCY copies thereof.

A20.1.2 The Claim, if not resolved, shall be presented to the Contracting Officer, in writing, within 60 days following receipt of the "Intent to Claim". Receipt of the Claim will be acknowledged in writing by the Contracting Officer.

A20.1.3 The CONTRACTOR agrees that unless these written notices are provided, the CONTRACTOR will have no entitlement to additional time or compensation for such act, event or condition. The CONTRACTOR shall in any case continue diligent performance under this Agreement.

A20.2 The Claim shall specifically include the following:

A20.2.1 The act, event or condition giving rise to the Claim.

A20.2.2 The provisions of the Agreement which apply to the Claim and under which relief is provided.

A20.2.3 The item or items of project work affected and how they are affected.

A20.2.4 The specific relief requested, including Contract Time if applicable, and the basis upon which it was calculated.

A20.3 The Claim, in order to be valid, must not only show that the CONTRACTOR suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the Agreement

ATTACHMENT 1

provides entitlement to relief to the CONTRACTOR for such act, event, or condition.

A20.3.1 The CONTRACTING OFFICER reserves the right to make written requests to the CONTRACTOR at any time for additional information which the CONTRACTOR may possess relative to the Claim. The CONTRACTOR agrees to provide the Contracting Officer such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the Claim.

A20.3.2 If the Claim is not resolved by Agreement within 90 days of its receipt, the Contracting Officer will issue a written decision to the CONTRACTOR.

A20.3.3 The CONTRACTOR shall certify that the Claim is made in good faith, that the supporting cost and pricing data are accurate and complete to the best of the CONTRACTOR's knowledge and belief, and that the amount requested accurately reflects the adjustment to the Agreement for which the CONTRACTOR believes the CONTRACTING AGENCY is liable.

A20.4 The CONTRACTOR will be furnished a written signed copy of the Contracting Officer's decision within 90 days, unless additional information is requested by the Contracting Officer. The Contracting Officer's decision is final unless, within 14 days of receipt of the decision, the CONTRACTOR delivers a written Notice of Appeal to the Commissioner designated on Page 2 of this Agreement.

A20.5 Procedures for appeals and hearings are covered under AS 36.30.625 and AS 36.30.630.

ARTICLE A21 EXTENT OF AGREEMENT

A21.1 This Agreement including appendices represents the entire and integrated Agreement between the CONTRACTING AGENCY and the CONTRACTOR and supersedes all prior negotiations, representations or Agreements, written or oral.

A21.2 Nothing contained herein may be deemed to create any contractual relationship between the CONTRACTING AGENCY and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party Claim or right of action against the CONTRACTING AGENCY or the CONTRACTOR which does not otherwise exist without this Agreement.

A21.3 This Agreement may be changed only by written Amendment executed by both the CONTRACTING AGENCY and the CONTRACTOR.

A21.4 All communications that affect this Agreement must be made or confirmed in writing and must be sent to the addresses designated in this Agreement.

A21.5 The CONTRACTOR on receiving final payment will execute a release, if required, in full of all Claims

against the CONTRACTING AGENCY arising out of or by reason of the services and work products furnished and under this Agreement.

ARTICLE A22 TAXES

A22.1 As a condition of performance of this Agreement, the CONTRACTOR shall pay all Federal, State and Local taxes incurred by the CONTRACTOR and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

ARTICLE A23 GOVERNING LAW

A23.1 This Agreement is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The CONTRACTOR shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or which in any way affects the manner of performance, of this Agreement.

ARTICLE A24 FEDERAL AID CERTIFICATION (HIGHWAYS) (For Agreements exceeding \$100,000)

A24.1 The CONTRACTOR certifies, by executing this Agreement, to the best of his or her knowledge and belief, that:

A24.1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employees of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and at the extension, continuation, renewal, Amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.

A24.1.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative Agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

A24.2 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification

ATTACHMENT 1

is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

A24.3 The CONTRACTOR also agrees by executing this Agreement that the CONTRACTOR shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

ARTICLE A25 TRADE RESTRICTIONS

The CONTRACTOR or Subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the CONTRACTOR knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the CONTRACTOR agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONTRACTOR may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONTRACTOR shall provide immediate written notice to the sponsor if the contractor learns that its

certification or that of a subcontractor was erroneous when submitted by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONTRACTOR or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally posed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

ARTICLE A26 SUSPENSION AND DEBARMENT

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/ proposal.

ARTICLE A27 ADDITIONAL PROVISIONS

(Any deletion or modification of Articles A1 through A26 shall be approved "as to form" by the CONTRACTING AGENCY's legal section, acknowledged in writing, and attached as an Exhibit to this Appendix.)

A27.1 N/A

Date Prepared: 10/28/2019

**REQUIRED CONTRACT PROVISIONS FOR
FEMA PROFESSIONAL SERVICES (A/E) CONTRACTS
(2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II)**

Termination for Cause and Convenience.

- (1) See Appendix A, Article A11 for contract language addressing termination for cause and for convenience to address the basis for settlement.

Equal Employment Opportunity (EEO).

- (1) See Appendix A, Article A6 for Federal EEO requirements for this contract.

Davis Bacon Act and Copeland Anti-Kickback Act.

- (1) All construction contracts in excess of \$2,000 shall comply with the Davis-Bacon Act (40 U.S.C. § 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provision Applicable to Contracts Covering Federally Financed and Assisted Construction).
- (2) In accordance with the statute, the contractors shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall pay wages not less than once a week.
- (3) Compliance with the Copeland "Anti-Kickback" Act.
 - a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into the contract.
 - b. Subcontracts. The contractor or subcontractors shall insert in any subcontracts the clause above and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
 - c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Contract Work Hours and Safety Standards Act.

- (1) All construction contracts in excess of \$100,000 must comply with 40 U.S.C. § 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5.
- (2) Compliance with the Contract Work Hours and Safety Standards Act.
 - a. Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in a such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a.) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States, for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a.) of this section.

Attachment 2

Date Prepared: 10/28/2019

- c. Withholding for unpaid wages and liquidated damages. The Department shall upon its own action or upon written requests of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b.) of this section.
- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (a.) through (d.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a.) through (d.) of this section.

Clean Air Act.

- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- (2) The contractor agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to the State of Alaska, Division of Homeland Security & Emergency Management (DHS&EM) Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

Debarment and Suspension – See Also Appendix A, Article A26.

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are executed (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Department, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder shall comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Procurement of Recovered Materials.

Comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965)

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired —
 - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b. Meeting contract performance requirements; or
 - c. At a reasonable price.